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Administrative Support Guide

(Instructions for the Conduct of the Examination)

June 2012

GCE Music Technology
(8MT01/ 9MT01)
6MT01, 6MT02, 6MT03, 6MT04

Edexcel is one of the leading examining and awarding bodies in the UK and throughout the world. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers.

Through a network of UK and overseas offices, Edexcel's centres receive the support they need to help them deliver their education and training programmes to learners.

For further information, please call our GCE line on 0844 576 0025, our GCSE team on 0844 576 0027, or visit our website at **www.edexcel.com.**

If you have any subject specific questions about the content of this Examiners' Report that require the help of a subject specialist, you may find our **Ask The Expert** email service helpful.

Ask The Expert can be accessed online at the following link:
http://www.edexcel.com/Aboutus/contact-us/
or by email: **gcemusictechnology@edexcelexperts.co.uk**

November 2011

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The instructions in this document take precedence over information contained in all other documentation, including the specification and the Summer 2011 Instructions for the Conduct of the Examination document.

Teachers and Examinations Officers must study the instructions and advice given since failure to follow the details is likely to disadvantage candidates preparing for the examination.
Hard copies of this document will not be sent to centres.

Introduction

This document has been compiled to inform teachers and centres of the final procedures for the conduct of GCE Music Technology examinations (new specification only) in 2012.
It is essential that teachers and examinations officers study the instructions and advice given.
Further guidance on approaches to teaching the Edexcel AS and A2 Music Technology Specifications can be found in the *8MT01/9MT01 Specification)*, which is available from **Edexcel Publications (tel: 01623 467 467).**
This publication is downloadable from the Edexcel website (**www.edexcel.com**).
It is recommended that you use the site for other information, such as FAQs (Frequently Asked Questions) and other downloadable resources, such as specimen questions.
Centres are advised to check the subject website regularly.
Advice and administrative guidance regarding this specification is also available through our national network of regional offices.
For details of your nearest office, please call the **Edexcel Customer Service Centre on 0844 576 0025.**

To submit a **subject specific** query, please email:
gcemusictechnology@edexcelexperts.co.uk

Key Dates for 2011

Date	Activity
September 2011	**The stimuli for Tasks 1A and 1C will be posted on the Edexcel website***
	The stimuli for Task 3A and Composition Briefs for Task 3C will be posted on Edexcel website*
15 May 2012	**Coursework deadline for Unit 1 and Unit 3 (externally examined coursework)**
28 May 2012 morning	**Unit 2 written examination**
31 May 2012 afternoon	**Unit 4 written examination**

***Centres will receive hard copies in January 2012 on the basis of estimated entries.**

Key Points for 2012 GCE Qualifications

Edexcel will be offering the following GCE Units in Music Technology during the summer 2012 examination series.

Unit Number	Paper Number	Paper Name
6MT01	**01**	**Music Technology Portfolio 1 -** externally assessed
6MT02	**01**	**Listening and Appraising -** written exam
6MT03	**01**	**Music Technology Portfolio 2 -** externally assessed
6MT04	**01**	**Analysing and Producing -** written exam

Please note that GCE Music Technology is not available to private candidates.

Entries and Cash-in Codes

AS Music Technology:	A2 Music Technology:
8MT01 is the **cash in code**.	**9MT01** is the **cash in code**.
6MT01, 6MT02 are the **unit numbers**.	**6MT03, 6MT04** are the **unit numbers**.

The full GCE Music Technology qualification is only available once all units (AS and A2) have been undertaken.

Each centre will have one submission booklet per candidate for the portfolio components, on the strength of the centre's estimated entries. If a centre's actual entries exceed the estimate, additional booklets will automatically be dispatched.
These Submission Booklets contain all of the logs and paperwork needed for the candidates' practical work submissions. Teachers should ensure that all appropriate sections are completed**.**

CDs for the Written Examinations

In 2012 you will not be permitted to open up the CDs for the written examinations on arrival in order to test them**. If a CD proves to be faulty then you will be supplied with spare copies that will ensure that your candidates are not disadvantaged.**

Despatch of Work to Examiners

Submitting work to the wrong examiner will delay the marking of a candidate's submission, as well as causing great inconvenience to the examiners involved.

Please ensure that both the Music Technology department and the Examination Officers are aware of the following points:

- When sending any work to an examiner, centres should ensure that the **Unit Number** and **Paper Number** on the examiner label correspond to the portfolio/written papers that they intend to submit (as detailed in the first two columns of the table above).
- Each component will be sent to a **separate** examiner
- Centres DO NOT send OPTEMS with the GCE Music Technology submissions, as the units are externally assessed.

Prompt Arrival of Practical Work

Examiners spend a great deal of time contacting centres about late submissions. Please ensure that practical work arrives with your allocated examiner **on time** by adhering to the following deadlines:

Component	Deadline
Externally examined GCE Music Technology Portfolio 6MT01/01, 6MT03/01	**15 May 2012**

PLEASE NOTE THAT IF PRACTICAL WORK ARRIVES AFTER THESE DEADLINES, EDEXCEL CAN NOT GUARANTEE THE PUBLICATION OF RESULTS ON TIME.

In the most exceptional cases a short extension to the deadline can be granted at the discretion of the awarding body.

Please note that extensions can be granted by the Music Technology Assessment Team only and NOT by any other Edexcel department.

No extensions will be granted due to internal issues e.g. staff shortages, problems with the music technology equipment, failure to prepare candidates properly for the assessment for whatever reason or lack of facilities.

It is worth considering submitting your practical work earlier than the published deadline.

We also remind centres that it is ESSENTIAL to have back-up copies of ALL candidates work. This gives examiners a longer window of opportunity to chase up incomplete submissions or request back-up copies of work where disks have become corrupted, thus ensuring that no candidate is disadvantaged.

Please note that all CDs <u>MUST</u> be clearly labelled with: candidate name and number and centre number.

Centres are reminded that candidates are required to record their finished work on to a CD – **one CD per candidate**.
This must be a standard finalised audio CD that will play in any machine, rather than a data CD of .WAV files that can only be marked using a computer.

Attendance Registers

All centres will be sent an attendance register for each of the components entered.
Centres must not forget to return an attendance register with candidates' submissions. Failure to do so holds up the examining process considerably.

Authentication Declarations

Both candidate and teacher are required to certify that the practical submissions for Units 6MT01 and 6MT03 have been produced in accordance with the guidelines in the specification.
Centres **must** ensure that the authentication statements at the front of the practical work Submission Booklets have been signed.

IF THE DECLARATIONS ARE NOT SIGNED BY BOTH CANDIDATE AND TEACHER AS INDICATED, THE WORK CANNOT BE MARKED.

Special consideration

Candidates who miss any component of an examination for a valid reason (eg illness or injury), or sit an examination whilst ill or during difficult personal circumstances, could be eligible for Special Consideration.
Centres should refer to the Joint Council ***Access Arrangements, Reasonable Adjustments and Special Consideration*** document:
http://jcq.org.uk/attachments/published/1096/AA%20regs%202011-2012.pdf

The centre's Examination Officer should fill in a Special Consideration Form. The form must be accompanied by evidence to support the reason for absence or underachievement (eg a doctor's certificate).
To access the Special Consideration form, please go to the JCQ website at the following link: http://www.jcq.org.uk/exams_office/forms/

This form should be submitted to the Special Requirements Section at Edexcel at the address below.
The centre **must not** contact the examiner or Music Technology Assessment Team nor submit the form with their submissions to the allocated examiner.
A short list of comparable candidates with an estimated mark for the affected component will be required.

The Special Arrangements Section
Edexcel
190 High Holborn
London
WC1V 7BH Tel: 0844 576 0025

Past Papers and Sample Assessment Materials

Past papers for Unit 2 and 4 and Sample Assessment Materials (including CDs) can be ordered from Publications (Sample Assessment Materials- Publication code **UA018897)**

Edexcel Publications
Adamsway
Mansfield
Notts
NG18 4FN
Tel: **01623 467 467**
Fax: **01623 450 481**
Email: publication.orders@edexcel.com

Centres can also sign in to Edexcel Online and select and order Publications:
http://www.edexcelonline.com/Account/Login.aspx
Please refer to the Publications Catalogue available online:
http://www.edexcel.com/resources/Documents/Full-Publications-Catalogue-2011.pdf

Music files will not be posted on the GCE Music Technology website due to Copyright reasons.

Training from Edexcel

To find out more about Training from Edexcel, please use the link below:
http://www.edexcel.com/resources/training/Pages/default.aspx

You can contact our colleagues in Training from Edexcel Team by sending an email to one of the addresses below:

Queries about customised training events: customisedevents@edexcel.com
Queries about face-to-face training: trainingbookings@edexcel.com
Queries about online training: trainingonline@edexcel.com

Ask the Expert

To submit a subject specific query to our Senior Examiners, please email:
gcemusictechnology@edexcelexperts.co.uk
You can also use the following link:
http://edexcel--5571.custhelp.com/app/ask/session/L3NpZC9tVW1yRW9Eaw%3D%3D

Post Results Services

The breakdown of marks for all GCE Music Technology units will be available on the Results Plus: **http://www.edexcel.com/resultsplus**

As part of the Access to Scripts service (ATS) centres can order copies of the Examiner's mark booklets for units 6MT01 and 6MT03. Requests should be submitted via Edexcel Online:
http://www.edexcelonline.com/Account/Login.aspx

Original externally marked coursework materials will **not** be sent back to centres.

Please note that the E9 moderator reports are not produced for the GCE Music Technology coursework as the above units are externally assessed (not moderated).
Instead the Examiner Report Summer 2012 will be published on the website.
Please refer to the Edexcel Information Manual (Post Results Services booklet) for more information on the services available for the GCE Music Technology.
http://www.edexcel.com/iwantto/I%20want%20to%20%20Tasks/Info%20Manual%202011-12%20Chapter%2018%20Post%20Results_web.pdf

JCQ Guidance

Heads of centres and examination officers must familiarise themselves with the entire contents of the JCQ Instructions for conducting examinations:
http://jcq.org.uk/attachments/published/1279/ICE%2011-12.pdf

Unit 1 Music Technology Portfolio 1

Assessment

This unit is externally assessed (not moderated) coursework.

The assessment criteria in the specification pages 38-42 are provided for information only.
The total mark for this unit is 140 marks.
Submissions must be posted to reach your allocated examiner **no later than 15 May 2012.**

Availability

This unit will be available only in the June examination series. The unit was examined for the first time in June 2009.

What centres will receive

The stimuli for the tasks were posted on the Edexcel website in September 2011 under *Question Papers June 2012* as:

Summer 2012 GCE AS Unit 1: Music Technology Portfolio 1 – 6MT01/01
http://www.edexcel.com/migrationdocuments/Secure_cps/GCE%20from%202008/Music%20Technology/W40438A%20GCE%20Music%20Technology%206MT01%2001%20Sep%202011%20web%20-%20REPLACEMENT.pdf

The stimuli for this unit will be available in hard copy from January 2012. Centres will receive hard copies on the basis of **estimated entries.** Please submit the estimated entries on time.

Candidates re-sitting the unit or sitting the unit for the first time have to work to the new stimulus material for Summer 2012. Please note that materials re-submitted from last year will not be marked.
Centres are advised that it is their responsibility to ensure that the correct stimulus material is used for 2012 submissions.

What centres must provide

Centres should ensure that they have sufficient equipment in place to complete all tasks before offering the course to potential candidates.
Edexcel does not endorse any particular brand of software.

Please note that any issues e.g.: problems with the equipment, staff shortages or lack of facilities must be resolved by centres **internally.**

Task 1A Sequenced Realised Performance

Candidates will require:

- music production software that can:
  - record and play back MIDI tracks
  - record, edit, cut and paste audio files
  - add plug-ins for commonly-used effects, EQ and dynamic processors to specific tracks or sections of tracks
  - enter and edit MIDI data including the full range of controllers
  - play back MIDI data using plug-in instruments with a variety of sound sources
  - create and save a stereo .wav file of the mix, suitable for burning to audio CD
- MIDI controller keyboard
- good quality headphones/monitor speakers, with the left and right the correct way around
- CD marker pens in order to enter candidate and centre details on the CDs. Please note that any other kind of marker pen will make the CD unplayable.

The use of score-writing packages such as *Sibelius* may be helpful in realising the skeleton scores but would not be suitable for completing this task.

Task 1B Multi-track Recording

For this task candidates will need access to a **suitably equipped recording environment** which has:

- a variety of microphones appropriate for typical close-mic and room mic applications
- either a dedicated stand-alone multi-track recorder and mixing desk or a **high quality** dedicated music computer with music production software and a **high quality** audio interface capable of recording at least four tracks simultaneously and providing 'monitor mix' to performers
- a selection of good quality effects units, dynamics processors and EQ, either hardware or software as appropriate to the main recording equipment
- a pair of high quality, purpose-made studio recording monitors
- headphones and headphone splitter amp for performers
- a sufficient number of mic stands and cables of good quality.

Task 1C Creative Sequenced Arrangement

Equipment required for this task will be the same as for Task 1A.

The examiners will carry out random checks on submitted work to verify that it has not employed material taken from outside sources, for example commercially available MIDI files and backing tracks.

What candidates must do

Candidates must:

- complete three tasks, worked in response to the stimuli provided -
  - Task 1A Sequenced Realised Performance
  - Task 1B Multi-track Recording
  - Task 1C Creative Sequenced Arrangement
- record their work as three separate tracks on an audio CD

- submit a completed logbook, detailing their
  - approaches to the tasks
  - techniques used
  - equipment.

The entire submission forms the *Music Technology Portfolio 1.*

What centres must send

- Audio CD (one CD per candidate) entitled *Music Technology Portfolio 1* containing the three completed tasks in the following order:

  Track 1 – Task 1A: Sequenced Realised Performance
  Track 2 – Task 1B: Multi-track Recording
  Track 3 – Task 1C: Creative Sequenced Arrangement

  The CD must be a finalised CDR suitable for playback in standard consumer CD players. Both the CD and case/cover must be clearly labelled and include the following information:

- subject and unit (AS Music Technology Unit 1)
- year of submission
- centre Name
- centre Number
- candidate Name
- candidate Number
- track list

- Logbook - completed and Declaration Form signed

The boxes on the front page of the logbook must be completed by the candidate with the centre number, candidate number, name and signature.
- Attendance list.

Please do not submit scores or MIDI files. However, it is advised that students also create a separate data CD containing their sequencing data files (for Task 1A) in the form of a MIDI file and also in the proprietary format of the sequencing package used. The CD must have the same information written/printed on it as the audio CD and must also be clearly labelled 'Data disc'.
This CD must be retained by the centre and be available on request.
It must not be disposed of until after results are made available.

As this unit is externally assessed, centres DO NOT send OPTEMS to Edexcel.

Advice

The work must be completed under controlled conditions. **20** hours are allowed for each task, **60** hours in total. There must be **no** access to the internet or local network during this time.
Further guidance is included in the paper:
Summer 2012 GCE AS Unit 1: Music Technology Portfolio 1 – 6MT01/01
This guidance supersedes that which is given in the specification (page 23).
The logbook does not have to be completed as part of the 60 hour allowance for this unit, but it does have to written up under limited supervision.
Candidates may have access to their notes and recordings when they do this.
The logbook includes a Declaration Form, which must be signed by **both** the candidate and the teacher.
Please refer to the '*Further Guidance – Controlled Conditions for Unit 1'*
on the website:

http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/GCE-Music-Technology-TSM.pdf

Task 1A – Sequenced Realised Performance

Candidates are required to recreate a complete performance of the prescribed song, using the skeleton score as a guide. They may use a range of sound sources but the use of entire loops, sampled phrases or sampled portions of the original commercially available recording of the song will not be credited.
A final stereo mix of the finished sequence must be burnt onto the CD as Track 1.

Task 1B - Multi-track recording

The stimulus for this task is a free choice of a popular song relating to *Area of Study 2: Popular Music Styles since 1910*. The original may need to be adapted to suit the resources available but this is primarily a recording and production task, not an arranging one.

The end result must, however, be a viable and recognisable version of the original both in terms of duration and instrumentation as well as meeting the requirements for the number of tracks and microphones.

Please do not submit a recording of the original stimulus.
The recording will form Track 2 on the submitted audio CD.
It must:

- last between 2 and 4 minutes
- use a minimum of 8 tracks
- have minimum of 4 tracks captured using microphones
- make use of overdub techniques
- use live musicians (**not** MIDI sequences or samples).

Note

- Both DI and microphone capture are acceptable
- A vocal track is not a requirement: this may be an instrumental submission.

Candidates should be in control of the recording process from set up to final mix and CD production. This includes set up and positioning of all mics. It is NOT acceptable for centres to leave a drum kit permanently mic-ed up. Any assistance from, or use of, commercial recording facilities is in breach of the specification.
A final stereo-mix of the multi-track recording must be burnt onto the CD as Track 2.

Task 1C – Creative Sequenced Arrangement

Candidates are required to choose one of two prescribed stimuli. From this, they will produce a sequenced arrangement, chosen from one of two prescribed musical styles. Note that these styles will not be the same as those prescribed for the study of Unit 2. The arrangement will last 2-3 minutes.
This is a sequenced task. It may employ pre-recorded loops and samples but there must be evidence of editing/shaping/processing, in order to gain credit.
Live performances and continuous recorded audio tracks are not permitted.
A final stereo mix of the finished arrangement must be burnt onto the CD as Track 3.

The Logbook

This is in two sections:
Section A consists of 10 questions.

Questions 1-8 carry no marks but form an essential part of the submission. Candidates should provide details and explanations of the processes undertaken, giving the examiner an insight into their intentions. Candidates may, if they wish, provide additional written commentaries to support their log, although scores and screen shots are **not** required.
Any additional material must be labelled with candidate and centre details and fastened to the log.
Questions **9** and **10** carry **ten marks each.** Candidates should be reminded that *Quality of Written Communication* will be taken into account (see specification pages 41 and 42).
Section B is the Declaration Form.

The signatures are a requirement in order for work to be marked. Submissions with incomplete logbooks may be returned to the centre.
Centres must keep copies of ALL written documentation and CD recordings.
Please ensure that all CDs are clearly labelled with: candidate name and number and centre number.

Please note that as this unit is externally assessed, not moderated, E9 Moderator Reports are NOT produced and candidate work is not routinely returned to centres.

Centres will be able to access results through the Results Plus.

The Principal Examiner Report for June 2012 will be available to centres on the GCE Music Technology website from Results Day.

The copies of the examiner mark booklets will be available as part of the Access to Scripts service (ATS). The requests should be submitted via Edexcel Online. Requested materials will be despatched to centres by the Post Results team in Hellaby.
More information can be found in the Post Results Services booklet:
http://www.edexcel.com/iwantto/I%20want%20to%20%20Tasks/Info%20Manual%202011-12%20Chapter%2018%20Post%20Results_web.pdf

Subject teams do not have access to scripts and are unable to despatch any post results materials to centres.

Unit 2 Listening and Appraising

Assessment

This unit comprises an externally assessed examination.
Duration: 1 hour 45 minutes
The total mark for this unit is 80 marks.

Availability

This unit will be available only in the June examination series, for first examination in June 2009.

Centres will receive:

- an **audio CD** for **each** candidate
- question paper for **each** candidate.

The audio CD and the examination paper must be kept confidential until the examination.

What centres must provide

Centres should ensure that they have sufficient equipment in place before offering the course to potential candidates.

Please note that any issues e.g.: problems with the equipment, staff shortages or lack of facilities must be resolved by centres internally.

For each candidate centres must provide:

- a CD player with time display – this can be an independent unit or a computer
- high - quality headphones.

What candidates must do

Candidates respond to structured questions – see Specification P45-46 for content.

What centres must send

- Completed examination paper for each candidate
- Attendance list

Advice

The examination may be run several times on the examination day to facilitate access to resources, if necessary. In this case, candidates must be:

- isolated from each other within the centre
- prevented from contacting candidates at other centres.

Candidates may listen to the CD as many times as they wish.
There must be **no** access to the internet or local network.

Recommended Listening for Special Focus Styles Summer 2012 (section B) document is available from the GCE Music Technology website under *Teacher Support Materials.*
The list is provided for guidance only.
http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/SpecialFocus-Styles-2012.docx

Past papers, CDs and Sample Assessment Materials can be ordered from Publications:
http://www.edexcel.com/resources/publications/Pages/home.aspx

Centres can also sign in to Edexcel Online and select and order Publications:
http://www.edexcelonline.com/Account/Login.aspx

Music files will not be posted on the GCE Music Technology website due to Copyright reasons.

Unit 3 Music Technology, Portfolio 2

Assessment

This unit is externally assessed (not moderated) coursework.
The assessment criteria in the specification pages 56-65 are provided for information only. The total mark for this unit is 120 marks.

Submissions must be posted to reach your allocated examiner **no later than by 15 May 2012.**

Availability

This unit will be available only in the June examination series. The unit was examined for the first time examination in June 2010.

What centres will receive

The stimuli for Task 3A and composition briefs for task 3C will be posted on the Edexcel website in September 2011 under *Question Papers June 2012* as:

Summer 2012 GCE A2 Unit 3: Music Technology Portfolio 2 – 6MT03/01
http://www.edexcel.com/migrationdocuments/CPS/GCE%20from%202008/W40439A%20GCE%20Music%206MT03_01%20June%202012%20web.pdf

The stimuli for this unit will be available in hard copy from January 2012.
Centres will receive hard copies on the basis of **estimated entries**. Please submit the estimated entries on time.

Candidates re-sitting the unit or sitting the unit for the first time have to work to the new stimulus material for Summer 2012. Materials re-submitted from last year will not be marked.
Centres are advised that it is their responsibility to ensure that the correct stimulus material is used for 2012 submissions.

What centres must provide

Centres should ensure that they have sufficient equipment in place to complete all tasks before offering the course to potential candidates.
Edexcel does not endorse any particular brand of software.

Please note that any issues e.g.: problems with the equipment, staff shortages or lack of facilities must be resolved by centres **internally.**

Task 3A Sequenced Integrated Performance

Candidates will require:

- original recording for chosen stimulus – see *Portfolio 2* Document
- music production software that can:
    - record and play back audio files on at least four tracks
    - edit audio
    - add plug-ins for commonly used effects, EQ and dynamic processors to specific tracks or sections of tracks
    - enter and edit MIDI data including the full range of controllers
    - play back MIDI data using plug-in instruments with a variety of sound sources
    - create and save a stereo .wav file of the mix suitable for burning to audio CD
- MIDI controller keyboard
    - good quality headphones and monitor speakers with the left and right the correct way around
    - microphones - from which to select appropriately for the vocal and any other recorded parts
    - a suitable recording environment with headphone monitoring for performers and good quality studio monitors
    - CD marker pens in order to enter candidate and centre details on the CD. Please note that any other kind of pen will make the CD unplayable.

Score writing packages such as *Sibelius* and/or tape based or analogue studios are not suitable for this task.

Task 3B Multi-track Recording

Candidates will require:

- a **suitably equipped recording environment** in which to produce their multi-track recording which will contain:
    - a variety of microphones appropriate for typical close-mic and room mic applications
    - either a dedicated stand-alone multi-track recorder and mixing desk, or a **high quality** dedicated music computer with music production software and a quality audio interface capable of recording at least four tracks simultaneously, preferably eight
    - a selection of good quality effects units, dynamics processors and EQ, either hardware or software, as appropriate to the main recording equipment. Be aware that the standard bundled plug-ins with some software can be of average quality and additional units may need to be purchased
- a pair of high quality, purpose-made studio recording monitors
- headphones and headphone splitter amp for performers
- a sufficient number of mic stands and cables of good quality

- CD marker pens in order to enter candidate and centre details on the CD. Please note that any other kind of pen will make the CD unplayable.

Task 3C Composing using Music Technology

In addition to music production software and recording equipment, candidates should have access to a variety of:

- synthesisers
- sampling facilities
- different types of effects units. These may be either hardware or software, or a combination of both.

The audio editing and manipulation tools available in most sequencing packages offer a wide range of possibilities for creative manipulation of sound. Stereo editing programs may also offer alternatives in a more manageable environment. There are many plug-in effects that go beyond the standard reverb, delay and modulation effects.

Candidates may choose to create their own samples in which case they would need portable recording equipment for use on location eg DAT or Mini-disc recorders.

The finished recording should display the same attention to high quality of music production as Tasks 1 and 2.

What candidates must do

Candidates must:

- complete three tasks

  Task 3A Sequenced Integrated Performance
  Task 3B Multi-track Recording
  Task 3C Composing using Music Technology

- record their work as three separate tracks on an audio CD
- submit a completed logbook, detailing their
  approaches to the tasks
  techniques used
  equipment.

The entire submission forms the *Music Technology Portfolio 2*.

What centres must send

- Audio CD (one CD per candidate) entitled *Music Technology Portfolio 2* containing the three completed tasks in the following order:

- Track 1 – Task 3A: Sequenced Integrated Performance
- Track 2 – Task 3B: Multi-track Recording
- Track 3 – Task 3C: Composing Using Music Technology.

The CD must be a finalised CDR suitable for playback in standard consumer CD players. Both the CD and case/cover must be clearly labelled and include the following information:

- subject and unit (A2 Music Technology Unit 3)
- month and year of submission
- centre Name
- centre Number
- candidate Name
- candidate Number
- track listing

- Logbook - completed and Declaration Form signed
  The boxes on the front page of the logbook must be completed by the candidate with the centre number, candidate number, name and signature.
- Attendance list.

Please do not submit scores or MIDI files. However, it is advised that students also create a separate data CD containing their sequencing data files (for Task 3A) in the form of a MIDI file and also in the proprietary format of the sequencing package used. The CD must have the same information written/printed on it as the audio CD and must also be clearly labelled 'Data disc'.
This CD must be retained by the centre and be available on request.
It must not be disposed of until after results are made available.

As this unit is externally assessed, centres DO NOT send OPTEMS to Edexcel.

Advice

The work must be completed under **controlled conditions**. **20** hours are allowed for each task, **60 hours in total**.
There must be **no** access to the internet or local network during this time.
Further guidance is included in the paper:

*Summer 2012 GCE A2 Unit 3: Music Technology Portfolio 2 – 6MT03/01***.**

This guidance supersedes that which is given in the specification (page 49).

The logbook does not have to be completed as part of the 60 hour allowance for this unit, but it does have to written up under **limited supervision**. Candidates may have access to their notes and recordings when they do this.
The logbook includes a **Declaration Form**, which **must** be signed **by both** the candidate and the teacher.

The Tasks

Task 3A Sequenced Integrated Performance

Candidates are required to recreate a complete performance of the prescribed song, using the recording as a guide. The work should be an accurate recreation of the stimulus, using a range of sound sources and sequencing techniques to produce a high quality finished recorded production.

Candidates should plan for mixing and production work to take place over a number of sessions, and not to rely on headphones alone to produce the stereo mix. Time should be planned for referencing on studio monitors, and the opportunity to improve on the initial mix.

The **vocal** part as a **live** performance **must** be included in this work. A sequenced or live instrumental substitute will not be accepted, and will attract **0** marks.
This is **not** an arranging task.

The use of **third party looped material**, whether audio or midi will **not** be credited.

Task 3B Multi-Track Recording

The Stimulus for this Task is a free choice from a style relating to *Area of Study 3: The Development of Technology-based Music*. In practice this encompasses anything from *AoS2: Popular Music Styles since 1910*.

The stimulus must use music that is commercially available, ie exists in written or recorded formats, or forms part of a commercially performed repertoire. **Candidates may not use their own compositions for this task.**

Candidates will need to use multi-track recording equipment (hardware, software or a combination) to produce a high quality finished stereo mix using a variety of recording techniques and production tools (EQ, dynamics processing & effects).

Stimulus material may be arranged to meet the specification requirements, but this, as with task 3A, is **not** an arranging task.

Candidates should plan for mixing and production work to take place over a number of sessions, and not to rely on headphones alone to produce the stereo mix. Time should be planned for referencing on studio monitors, and the opportunity to improve on the initial mix.

Candidates should be in control of the recording process from set up to final mix and CD production. This includes set up and positioning of all mics – it is **not** acceptable for centres to leave a drum kit permanently mic-ed up.

Any assistance from, or use of, commercial recording facilities is in breach of the specification.
The task requirements for the minimum number of tracks, the number of acoustic instruments and the length of the song should be adhered to. Submissions not meeting these criteria cannot be regarded as an equivalent task and will lose marks as a result.

Task 3C Composing Using Music Technology

Candidates will be offered a choice of three Composition Briefs published as part of the *Music Technology Portfolio 2* Document in the Summer of 2012. They will be required to complete **one composition** from these choices.

The Briefs will all have a specific time requirement, which may be broken down into shorter sections. It is very important that these are adhered to, as they form part of the assessment.

Please note that timings given in the briefs, whether for individual sections or a complete piece, are assessed under the response to brief and if they are inaccurate they will not attract marks.

The composition should be for **at least 6** instruments and/or voices.

Candidates should aim to exploit the opportunities provided by technology, and to integrate its use into the composition process. This includes the exploration of synthesis, creative effects use, sampling and other forms of audio manipulation. The simple capture of musical ideas using either sequencing or recording does **not** fully exploit the potential of the technology.

Looped material may be used but will fail to attract many marks unless there is significant manipulation, alongside significant original input. Pieces that rely extensively on looped material will score poorly.

As indicated above, it is not intended that this work should be a simple capture of a performance of a song or other composition.

There is no requirement to produce a score.

The finished recording should display the same attention to high quality of music production as Tasks 2 and 3.

The Logbook

The logbook does not carry any marks, but it serves several important purposes. It:

- contains verification that the work has been carried out under controlled conditions and no external assistance has been permitted
- allows the candidate to show the range of techniques and skills they have used in their work
- allows the examiner to credit candidates appropriately.

It is NOT necessary to supply additional material such as screen shots.
The log book contains spaces for candidates to supply all the necessary information about the work they have done.
If the candidate feels strongly they need to supply further information, this should be succinct and securely attached to the log book and clearly marked with the candidate and centre details.

The signatures are a requirement in order for work to be marked.
Submissions with incomplete logbooks may be returned to the centre.
Centres must keep copies of ALL written documentation and CD recordings.
Please ensure that all CDs are clearly labelled with: candidate name and number and centre number.

Please refer to the Tutor Support Materials on the website for more information on Unit 3.

Please note that as this unit is externally assessed, not moderated, E9 Moderator Reports are NOT produced and candidate work is not routinely returned to centres.

Centres will be able to access results through the Results Plus.

The Principal Examiner Report for June 2012 will be available to centres on the GCE Music Technology website from Results Day.

The copies of the examiners' mark booklets will be available as part of the Access to Scripts service (ATS). The requests should be submitted via Edexcel Online. Requested materials will be despatched to centres by the Post Results team in Hellaby.
More information can be found in the Post Results Services booklet:
http://www.edexcel.com/iwantto/I%20want%20to%20%20Tasks/Info%20Manual%202011-12%20Chapter%2018%20Post%20Results_web.pdf

Subject teams do not have access to scripts and are unable to despatch any post results materials to centres.

Unit 4 Analysing and Producing

Assessment

This unit comprises an externally assessed examination.
Duration: 2 hours

This unit is externally assessed. The Section B assessment criteria in the specification p.70 are provided for information only.
The total mark for this unit is **80 marks**.

Please also refer to the *Specification amendment for unit 6MT04* document on the website:
http://www.edexcel.com/migrationdocuments/GCE%20New%20GCE/6MT04-Amendment-to-Spec.doc

Availability

This unit will be available only in the June examination series. The unit was examined for the first time in June 2010.

What centres will receive

Centres will receive:

- a CD ROM containing audio (.wav files sampled at 44.1kHz, 16 bit) and, in some years, MIDI files for **each** candidate
- a question paper for each candidate
- a blank CD for submitting candidate work.

The CD ROM and the examination paper must be kept confidential until the examination.

What centres must provide

Centres should ensure that they have sufficient equipment in place before offering the course to potential candidates.

Please note that any issues e.g.: problems with the equipment, staff shortages or lack of facilities must be resolved by centres internally.

Candidates will require a good quality computer workstation with the following features:

- audio production software that can:
    - import .wav audio files and MIDI files onto at least eight tracks
    - edit, cut and paste audio files
    - add plug-ins for commonly used effects and dynamic processors to specific tracks or sections of tracks

    - enter and edit MIDI data
    - play back MIDI data using plug-in instruments with a variety of sound sources
    - create and save a stereo .wav file of both individual tracks and the mix suitable for burning to audio CD
- MIDI controller keyboard
- **good quality** headphones or monitor speakers, with the left and right the correct way around
- at least one computer in the Centre capable of burning audio CDs that will play on any domestic CD player
- several CD marker pens in order to enter candidate and centre details on the CDs provided by Edexcel. Please note that any other kind of pen will make the CD unplayable.

There must be **no** access to the internet or local network. Score writing packages such as *Sibelius* and/or tape based or analogue studios are **not** suitable for this examination. Examples of suitable software include:

- *Cubase*
- *Logic.*

What candidates must do

Candidates must complete the examination paper which comprises:

- Section A – manipulating and correcting recorded music plus written commentary
- Section B – produce stereo mix on audio CD.

What centres must send

- CD for each candidate
- Examination paper for each candidate
- Attendance register

Centres are requested to place each candidate's submission into a sealed envelope. The envelope and the CD should be marked with:

- subject and unit (A2 Music Technology: Unit 4)
- month and year of submission
- centre name
- centre number
- candidate name
- candidate number
- track listing.

Advice

The examination may be run several times on the examination day to facilitate access to resources, if necessary. In this case, candidates must be:

- isolated from each other within the centre

- prevented from contacting candidates at other centres.

Centres must have the Music Technology teacher present during this examination, to supervise the use of music technology equipment.
He/She must not be the sole invigilator.

Section A

There will be two contrasting options for the extended response 16 mark question, so that candidates can choose which subject area they feel most confident to answer.
Candidates are strongly advised to keep responses to a 200-300 word limit and may be disadvantaged by spending too long on this question, to the exclusion of other sections of the paper.
Diagrams, tables or bullet points are acceptable, if suitable for conveying the information.
Though *Quality of Written Communication* is assessed, it is not necessary for candidates to write in continuous prose.

Section B

The candidate will be guided through the mix process in more detail and given a specific list of effects and processes that must be included in the mix. The mark scheme will reflect this.

Before the day of the examination

Files
Candidates should be advised on where to save their files. This would usually be a folder entitled with the candidate name and number on the desktop of the computer.
It is the candidate's responsibility to check that the file-names are correct according to the filenames requested by the question paper.
The file-names should also contain the candidate's number so that the technician burning the CDs afterwards can identify the files easily.

Test Pack

It is important to use the Edexcel Test Pack to verify that your computer systems support standard audio files and can edit and play them back correctly.
For 2012, the Centre Test Pack will not be posted to centres.
Instead, a document will be placed on the Edexcel website.
The test pack should be used in conjunction with the audio files supplied with the Sample Assessment Materials published by Edexcel.
These audio files will not be the ones used on the day of the examination, but will allow centres to test their software in preparation for this examination.

Centres are advised to run a mock examination so that:

- candidates are familiar with the practical nature of the examination
- teachers can ensure that the audio production software functions as expected with the audio and MIDI files.

On the day of the examination

Candidates will require sufficient working space to be able to operate their equipment and to write in their answer booklet.
Time must be given to set up.

Invigilators must ensure that Track 1 from the candidates' audio CD correctly imports into the audio production software.
The metronome should be correctly set, using the tempo marking indicated on the front of the examination paper, so that it is in synchronisation with the audio.

If a centre is not able to load the audio files onto their system on the day of the examination they should contact Edexcel on 0844 576 0025 immediately.

Candidates must write their details on both the examination paper and the blank CD that will be used for burning their work.

Immediately before the examination

Candidates should be reminded about how to save their files.

The examination

Candidates have two hours to complete the tasks.

Ten minutes from the end

Invigilators must remind the candidates to save a final stereo .wav file of the mix that they have created in Section B, along with any other files that they should have saved from Section A. The saving of the final stereo .wav files must be completed under examination conditions during the two hours of the examination. If the candidate fails to save files required by Section A or a final stereo .wav of the mix from section B, they will score zero for those questions because there will be no evidence for the examiner to assess.

After the examination

A music technology teacher or technician will burn audio CDs of the files that candidates saved during the examination.
A separate CD should be made for each candidate.

If the examiner cannot access the files or cannot distinguish between them (for example if the track order is incorrect), the candidate will receive no credit for these tasks. The CDs should be tested on domestic CD players, not computers, before they are posted to the examiner.

Back-up files

The centre should keep reliable back-ups of the files in case the examiner has difficulty playing the CD. These should be securely archived in folders containing the candidate's name and number, so that candidate's work can be easily identified should a new CD need to be burnt.

Please contact *Ask The Expert* if you have any subject specific queries: **gcemusictechnology@edexcelexperts.co.uk**

Past papers, CDs and Sample Assessment Materials can be ordered from Publications:
http://www.edexcel.com/resources/Documents/Full-Publications-Catalogue-2011.pdf

Centres can also sign in to Edexcel Online and select and order Publications:
http://www.edexcelonline.com/Account/Login.aspx

Post Results Services available for Unit 4 are listed in the document below:

http://www.edexcel.com/iwantto/I%20want%20to%20%20Tasks/Info%20Manual%202011-12%20Chapter%2018%20Post%20Results_web.pdf

FAQs

A candidate wants to re-sit Unit 1 6MT01. Can they re-submit the work submitted last summer?
No, the candidate must work to the new stimulus material available on the website under *Question papers June 2012*. Submissions based on Summer 2011 stimulus materials will **not** be marked. More information can be found on the GCE Music Technology notice board.

When are we going to receive hard copies of Units 6MT01 and 6MT03?
The hard copies will be sent to centres to arrive in January 2012. The despatch will be based on centres' estimated entries. If a centre's actual entries exceed the estimate, additional booklets will automatically be dispatched. Please note that, centres that haven't made estimated entries will not receive the logbooks. Please submit the estimated entries on time.

When are we going to receive OPTEMS for units 6MT01 and 6MT03?
There are **NO OPTEMS** for 6MT01 or 6MT03. Both units are externally assessed and not moderated, so there is no need for teachers to submit the marks to Edexcel. Both units are marked only by Edexcel external examiners. Centres must only include attendance registers with their submissions.

We have made entries, but still haven't received the hard copies of the 6MT01 Portfolio. What should we do?
Please contact the Distribution team at Edexcel on 0844 576 0025. Our colleagues will be able to check whether and when the materials have been despatched.

We received the hard copies of 6MT01 and 6MT03 Portfolio in February. Why is the release date indicated as 1 September?
The Portfolio stimulus materials were posted on the GCE Music Technology website on 1st September. Centres have been able to access the stimulus material from this date.

We have received the 6MT01 and 6MT03 Portfolio by post today. When can we give them to candidates?
You can give them to candidates at any time as the materials are no longer confidential. Materials were uploaded on the website in September and made available to everyone. Please remember that work must be completed under Controlled Conditions.

We have several Music Technology subject specific queries. How can we contact the Senior Examiners?
Please use our Ask the Expert service.
The queries can be submitted by using the link below:
http://edexcel--5571.custhelp.com/app/ask/session/L3NpZC9lN1AxKnhjaw%3D%3D
or by emailing: **gcemusictechnology@edexcelexperts.co.uk**

What is the submission deadline for the GCE Music Technology coursework?
The submission deadline is 15 May 2012.
This information can be found in the Edexcel Information Manual available from the Exams Office and on the website:
http://www.edexcel.com/iwantto/Pages/info-manual.aspx

How can we order the Sample Assessment Materials for the GCE Music Technology Unit 2 and Unit 4?
The Sample Assessment Materials can be ordered from Publications.
Centres can sign in to Edexcel Online and select and order Publications.
The Publication code is: UA018897. Please refer to pages 85 and 86 of the Publications Catalogue for more information regarding GCE Music Technology.
http://www.edexcel.com/resources/publications/Pages/home.aspx

We ordered the Sample Assessment Materials for Music Technology, and we received them but the CDs are missing. What should we do?
Please contact Publications either by phone (**01623 467 467)** or email (**publication.orders@edexcel.com**) and explain the problem. Please give them your order reference number. Please note that subject teams are unable to despatch any CDs or publications to centres.

When will centres receive address labels for allocated examiners?
Edexcel will send labels to centres in April 2012. Centres will be able to despatch the work on time.

The centre is having technical problems with the Music Technology equipment. What advice can be given by Edexcel?
Technical problems with the equipment must be resolved by centres **internally**. It is responsibility of the centre to ensure that they have sufficient equipment in place before offering the course to potential candidates.

How can we order the examiners' mark booklets for 6MT01 and 6MT03?
The copies of the examiners' mark booklets can be ordered via Edexcel Online as part of the Access to Scripts Service (ATS).
Our Post Results Services Team in Hellaby will email the PDF to the centre or send the copies of the booklets by post.
Centres will not be able to request the original scripts to be returned, as these units are externally assessed and not moderated.
More information on the services available can be found in the Edexcel Information Manual (Post Results Services booklet)
http://www.edexcel.com/iwantto/I%20want%20to%20%20Tasks/Info%20Manual%202011-12%20Chapter%2018%20Post%20Results_web.pdf

We would like to attend a customised training event – how can we contact Training from Edexcel Team?
Please contact our colleagues on 0844 576 0025, or email:
customisedevents@edexcel.com
Please also visit the website below:
http://www.edexcel.com/resources/Training/customised-training/Pages/default.aspx

Important links:

GCE 2008 Music Technology website:
http://www.edexcel.com/quals/gce/gce08/music/tech/Pages/default.aspx

Ask The Expert:
gcemusictechnology@edexcel.com

http://edexcel--5571.custhelp.com/app/ask

Key information for exams officers:
http://www.edexcel.com/i-am-a/exams-officer/Pages/home.aspx

Key information for teachers:
http://www.edexcel.com/i-am-a/teacher/Pages/home.aspx

Publications:
http://www.edexcel.com/resources/publications/Pages/home.aspx

Training from Edexcel:
http://www.edexcel.com/resources/training/Pages/Home.aspx

Entry procedures:
http://www.edexcel.com/iwantto/Pages/enter-can.aspx

Timetables:
http://www.edexcel.com/iwantto/Pages/dates.aspx

Information Manual:
http://www.edexcel.com/iwantto/Pages/info-manual.aspx

Edexcel Post Results Services guidance:
http://www.edexcel.com/iwantto/Pages/fees.aspx

JCQ website:
http://jcq.org.uk/exams_office/index.cfm

JCQ Instructions for conducting examinations:
http://jcq.org.uk/attachments/published/1279/ICE%2011-12.pdf

JCQ Post Results Services guidance:
http://jcq.org.uk/exams_office/postresult_services/

For more information on Edexcel qualifications, please visit www.edexcel.com/quals

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